



**THE CITY OF SAN DIEGO
CITIZENS' EQUAL OPPORTUNITY COMMISSION
AD HOC ANNUAL REPORT SUBCOMMITTEE MEETING
MINUTES**

Thursday, March 10, 2016
8:30 a.m. – 9:30 a.m.

- ITEM 1: CALL TO ORDER: ROLL CALL: 8:30 am
Chair: Lan Jefferson - Present
Committee Members: Commissioner Laura Warner - Present
Commissioner Kristine M. Custodio, ACP - Present
- ITEM 2: APPROVAL OF:
03/10/16 Meeting Agenda (based on previous agenda items).
- ITEM 3: PURPOSE:
Expedite the drafting, reviewing, finalizing, and approval process for the CEOC Annual Report to meet the upcoming deadline(s) for the FY 2017 San Diego City Budget.
- ITEM 4: DISCUSSION ITEMS:
- OLD BUSINESS**
- Utilizing the revised municipal code, moving forward on the purpose and mission of the CEOC's Commissioner Appointments, as well as on the objectives of the CEOC Annual Report.*
- NEW BUSINESS**
- Discussed the urgency in producing and presenting our CEOC Annual Report to the FY 2017 San Diego City Budget Planning Committee, City Council and the City Mayor. In addition, discussed the best way to execute the report by delegating different tasks to subcommittee commissioners.
- ITEM 5: ACTION ITEMS:
- Drafting and Revising CEOC Annual Report. – **Commissioner Warner**
 - Follow-up on February CEOC Meeting Minutes with City Staff for Contractor and Consultant Testimonies. – **Commissioner Custodio**
 - Summarize and Craft Demographic Bullet Points from City Staff Report's, "FY 2015 Business Diversity Annual Report". – **Commissioner Jefferson**
 - Review Annual Report Draft. – **Commissioners Jefferson and Custodio**
 - Present Final Annual Report to all commissioners for approval at the April CEOC meeting. – **All Subcommittee Commissioners**
- ITEM 6: CHAIR ANNOUNCEMENTS:
- ITEM 7: COMMITTEE MEMBER ANNOUNCEMENTS:
- ITEM 8: ADJOURNMENT: 9:30 am

Next Meeting: Thursday, April 14, 2016, from 8:30 a.m. to 9:00 a.m.